Design Build RFC Plans Revisions Process

Innovative Delivery

1. Create a sub-folder by the date of the revision (ie: *082014*) under the *PI\CST\Construction Plans\UOC Revisions* folder.

2. Place the plans in the *PI\CST\Construction Plans\UOC Revisions* date folder you just created setting the Document Type as follows.
   Document Group: *Preliminary Engineering*
   Document Category: *Design Plans*
   Document Type: *Construction Revision Plans*

3. Send an email to the EDM Inbox (EDMDocs@dot.ga.gov) to notify of the revisions.

4. Stamp the new PDF file(s) (**excluding cover sheet**) in the *PI\CST\Construction Plans\UOC Revisions\Date* sub-folder as "*Use on Construction*" (**excluding the cover sheet**) by either:
   a. Using the UOC Cell in the DGN file (UOC Cell located in the *General Notes* library)
   b. Using Bluebeam Revu (***Batch Stamping in Bluebeam Revu)***

5. Update the Document Type for only the Cover Sheet in the *Date* revision sub-folder.
   a. Select the cover sheet file(s) in the folder
   b. Right-click and select **Assign Document Type**
   c. Select the following:
      Document Group: *Preliminary Engineering*
      Document Category: *Design Plans*
      Document Type: *Construction Plans*
      Click on **OK**

6. Set the Sheet Types for the revision plans in the *Date* folder.
   a. Open all the revision files using *Bluebeam* on one screen.
   b. You can use *Bluebeam* to easily scroll through all sheets one at a time to determine the sheet type.
   c. On the other screen, select the first revision file in ProjectWise.
   d. Hit the space bar to open the document interface.
   e. Select the **Attributes** tab.
   f. Under the **Document Properties** portion of the interface, click on the **Sheet Type** drop-down and select the appropriate sheet type.
   g. Click on **Save**.
   h. Select the next file in *Bluebeam* to determine the sheet type.
   i. Click on the Next arrow (**>**) at the bottom of the document interface in ProjectWise to go to the next sheet.
   j. Continue steps f-i until all sheet types have been defined.

7. Stamp the existing Construction plans in the *PI\CST\Roadway\Current Plans* folder that were revised as "*VOID*" (**excluding the cover sheet**).
   Refer to the document for *Batch Stamping in Bluebeam Revu*

8. Copy the revised sheet PDF files and Cover sheet PDF file (including new revision date) from the *PI\CST\Construction Plans\UOC Revisions\Date* sub-folder to the *PI\CST\Roadway\Current Plans* folder, creating a new version (same as name of *Date* folder) for any file that previously exists and selecting **No Wizard** if prompted.

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9. Create a document set of the files to designate these as the most current plan set (only the files with the pencil symbol beside them).
    a. Click on the *PI\CST\Construction Plans\Current Plans* folder
    b. Select **Document=>Set=>New**
    c. Enter **Name** of *Current Construction Plans* and click on **OK**
    d. With the *PI\CST\Construction Plans\Current Plans* folder selected, navigate to the *PI\Saved Searches\Global* folder
    e. Click on the **Current Construction Plans** search
    f. Select all the resulting files in the *PI\CST\Construction Plans\Current Plans* folder and drag them into the newly created document set.
    g. Select **Lock to Version** for all files
    h. Close the document set

10. Reset the Document Type for the revisions in the *DATE* revision folder.
    a. Select all the files in the folder.
    b. Right-click and select **Assign Document Type**.
        Document Group: *Preliminary Engineering*
        Document Category: *Design Plans*
        Document Type: *Working Plans*
        Click on **OK**